

DATE: MARCH 06, 2012  
INS120046  
PAGE: 1

PARALEGAL  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
OFFICE OF JUDGES  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION THE SUCCESSFUL CANDIDATE  
WILL ASSIST ASSIGNED ADMINISTRATIVE LAW JUDGE  
TEAMS IN A LEGAL SETTING BY INDEXING DOCUMENTS  
RECEIVED IN THE LITIGATION PROCESS, LINKING  
EVIDENCE AND MOTIONS RECEIVED FROM PARTIES,  
REVIEWING CLAIMS AT EXPIRATION OF TIME FRAMES TO  
DETERMINE NEXT APPROPRIATE STEP INCLUDING  
SUBMISSION OF PROTEST FOR DECISION OR REFERRING  
FOR FINAL OP BOARD AND PTD HEARINGS. RESPONSIBLE  
FOR ISSUING APPROPRIATE COMPUTER-GENERATED ORDERS  
IN VARIOUS PROCESSES INCLUDING, BUT NOT LIMITED TO  
EXTENSION RULINGS. RESPONSIBLE FOR MANAGING A  
CASELOAD AND COMPLETING TASKS IN COMPLIANCE WITH  
PROCEDURAL RULES REGARDING TIME STANDARDS. MUST  
KEEP ABREAST WITH RULES AND REGULATIONS GOVERNING  
WORKERS' COMPENSATION AS WELL AS AGENCY AND  
DEPARTMENTAL POLICIES.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL  
(LEGAL ASSISTANT) TRAINING PROGRAM.  
SUBSTITUTION: TWO YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL  
SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH,  
READING AND INTERPRETING LAWS AND OTHER LEGAL  
AUTHORITIES, AND PREPARING LEGAL DOCUMENTS, UNDER  
THE SUPERVISION OF AN ATTORNEY, MAY SUBSTITUTE FOR  
THE REQUIRED TRAINING -OR- A COMBINATION OF  
TRAINING AND EXPERIENCE AS DESCRIBED ABOVE MAY  
SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE  
REQUIRED TRAINING.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: MARCH 17, 2012

DATE: MARCH 06, 2012  
INS120046  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
CAMMIE WHEELER  
PO BOX 50540  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120046 ON APPLICATION